

LETTINGS POLICY



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Approved by:	Ms Tanya Douglas - Head Teacher	Date: Autumn 2025
	Mrs Tracey Jenkins - Chair of Governors	
Last reviewed on:	Autumn 2025	

Introduction

The Governing Body of Chace Community School believes that schools are a valuable community resource. Chase is committed to making every reasonable effort to ensure that the school premises and grounds are available for the benefit of the local community, in keeping with the extended schools services agenda and will give priority to the use of the school for educational objectives.

Chace believes that by welcoming the letting of the school premises to the local community will increase community use and recognises that links with the community and parents help schools to raise students' motivation, expectations and achievement leading to higher standards and improved behaviour as well as combating social exclusion.

In addition, we believe that using the local school as a centre for adult learning and for meetings helps regenerate and strengthen communities, promotes lifelong learning and reinforces our aim to be a healthier learning community. Under Section 28 of the Education Act and with reference to Section 40 of the Schools Standards and Framework Act, the Governing Body agree to give priority for the use of the school premises outside school hours to Adult Education, Authority Youth Provision, Mother Tongue teaching and Authority Music Provision.

This hiring of school premises at all times outside normal school hours is under the control of the Governing Body. This policy sets out the facilities available and the charges.

Objectives

Our lettings policy aims to :-

- ensure that the use of school premises and facilities is effectively co-ordinated and managed without prejudicing the smooth operation of the school
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- encourage a range of activities for children and young people

Application process

An organisation who wishes to hire the school premises and grounds should, in the first instance contact School Hire & Functions Ltd who manage the bookings for use. Their contact details are as shown below :-

Tel: 07855 042 027

Email :- school.hire@yahoo.co.uk

Web: www.school-hire.com

School Hire and Functions will issue an application form which needs to be completed at least 6 weeks before the date of hire. Consideration may be given to bookings made with less than 6 weeks notice.

Hire Agreement

The approval of a hire will be confirmed by the Headteacher in the hire agreement which will specify the area of the premises being hired; the nature of the activity or activities taking place; the time and duration of hire; and the cost of the hire. The cost of hire is shown at Appendix A

The permission for the letting to take place is subject to the payment of the invoice to School Hire and Fundtions Limited before the actual hire takes place.

The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

Lettings income includes income from hiring out rooms, pitches or specialist areas of the school.

The school retains income from lettings of the school premises and closely adheres to directions issued by the LEA as to the use of the premises, i.e.

- under the 'Local Government and Housing Act 1989' all lettings income must be paid into an official account and is therefore recorded within the working Budget;
- lettings income must not be paid into any voluntary or private fund held by the School;
- any costs incurred by the School due to a letting will only be met from lettings income.

Principles

1. Use of the premises for school functions takes priority over lettings.
2. It is the Governing Body's responsibility to agree to the terms of any proposal to let any part of the site or buildings and to review the charges made on an annual basis.
3. The Governing Body applies these criteria when setting charges for lettings:
 - Lettings to bona fide, non profit making community/voluntary groups will be charged at cost or less, to cover caretaking, energy, wear and tear, administration. If charged at less than cost then the subsidy will be provided by income already received from other lettings – there must be some overall net income.
 - Concessionary rates would be applied to any non-commercial organisation engaged in activities which meet the "Every Child Matters" outcomes and contributes to community cohesion.
 - Priority will be given to established providers of services for children and young people.
 - When used as a polling station the School will charge the local council the actual additional costs incurred by the school.
 - Lettings to Chace Association (PTA) are provided free.
 - Lettings to the Staff Committee are provided free.
 - The Governing Body has determined that all other lettings will be charged at a competitive rate, to avoid being priced out of the market.

4. The school premises will not be let if there is any reason to believe that any individual or organisation involved in the letting may bring the School's name into disrepute. If any member of staff believes a letting should not be permitted he/she must report their concerns to the Headteacher. The Headteacher or Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.
5. The School has a Performing Right Society Copyright Licence and is therefore suitable for functions where this is required, e.g. school play/concert.
6. All individuals and/or organisations hiring any part of the school premises must conform to any relevant Health and Safety regulations. A statement pertaining to relevant Health and Safety issues, including emergency procedures, should accompany any confirmation of a letting.
7. All hirers must have sufficient Third Party Liability insurance to satisfy LA requirements.

This policy should be read in conjunction with:

- "Conditions for the use of educational premises outside normal teaching hours", issued by School Hire & Functions Ltd
- Equality Policy
- Safeguarding, Child Protection and Confidentiality Policy

SCALE OF CHARGES – With effect from 1st September 2025

	Mon – Fri (6.00pm – 10.00pm) Sat (8.30am – 4.00pm) Per hour	Sat (5.30pm – 11.00pm) Per hour
HALL or Dining Area	£65.47 (£59.52)	£71.05 (£64.59)
DRAMA STUDIO for PERFORMANCES (seats 96) Studio sound & lighting equipment	£99.95 (£90.87) (min 3 hours) £50.76 (£46.15) Proof of qualified technical operator required + £200 refundable deposit required	£134.92 (£122.66) (min 3 hours) £50.76 (£46.15) Proof of qualified technical operator required + £200 refundable deposit required
MAIN HALL for PERFORMANCES (seats 250) Inc use of changing rooms and storage facilities Sound & lighting equipment	£152.30 (£138.45) (min 3 hours) £50.76 (£46.15) Proof of qualified technical operator required + £200 refundable deposit required	£214.17 (£194.70) (min 3 hours) £50.76 (£46.15) Proof of qualified technical operator required + £200 refundable deposit required
CLASSROOMS No of rooms booked: 1-2 3-4 5-6 7+ Use of specialist rooms to be negotiated	Per room £20.28 (£18.44) £16.98 (£15.44) £14.27 (£12.97) £10.32 (£9.38)	£30.15 (£27.41) £25.38 (£23.08) £20.30 (£18.45) £15.25 (£13.86)
DANCE/DRAMA STUDIO	£42.20 (£38.37) £33.18 (£30.16)	£59.19 (£53.81) £98.25 (£89.32)

FIELD	£65.91 (£59.92)	£190.41 (£173.10)
SPORTS HALL	£33.79 (£30.72)	£99.81 (£90.74)
GYMNASIUM	£27.70 (£25.18)	£50.59 (£45.99)
WEIGHTS ROOM	Proof of competency required for the various equipment	Proof of competency required for the various equipment

* VAT to be added

A surcharge of 50% will be added to all the above charges for commercial private organisations

Youth and Local Community Groups who enjoy a working relationship with the School:

50% reduction applies when other hirers are on site. As sole occupants of the site – 25% reduction would apply.

Any groups with difficulty achieving the above should contact the school to negotiate the possibility of alternative dates or times.

A refundable deposit of £250 is required for all bookings of the Hall for dances, weddings or parties. This is in lieu of any damage or inadequate cleaning undertaken by the hirers.

All hirers are reminded that Chace Community School makes some use of the buildings in the evening and at weekends, and that occasional interruptions to the pattern of lettings are inevitable. The school will attempt to offer alternative arrangements and to minimise disruptions, but all lettings are made on the clear understanding that some inconvenience to hirers is inevitable.

Special Rates:

Bodens 20% discount on use of 3 x drama studios, 1 x dance studio

A 20% discount will apply for all letts if they hire more than one area of the school.